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Decimal Place Value Chart

Name: \_\_\_\_\_ Score: \_\_\_\_\_

Complete the table

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Pre-Test

Score: \_\_\_\_ / \_\_\_\_

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**Biobank form**

Name: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Address for communication: \_\_\_\_\_

Phone / Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Educational Qualifications**

Year of passing	Qualification or Subjects	School / College / University / Institute	Total marks % / CGPA	Any other relevant information

Please explain gaps, if any \_\_\_\_\_

**Work experience**

(Please enter the details chronologically including any period you did not work. For school teaching experience, include subjects taught and classes handled in the Job Responsibilities column.)

No. of years	Organization	Designation	Job responsibilities	Any other relevant information

Name \_\_\_\_\_ Date \_\_\_\_\_

## Non Fiction Text Features

Text Features

glossary, heading, highlighted text, index, map, photograph, title of contents, title, text box, sidebar, caption

Label all of the features shown.

Home Water Use

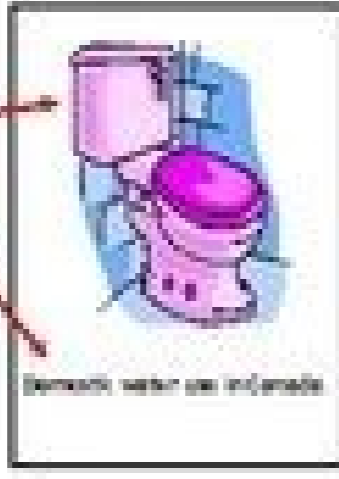
Showers .....3

Laundry .....5

Brushing Teeth.....7

Washing grass.....9

Dishwasher.....1




Did you know?

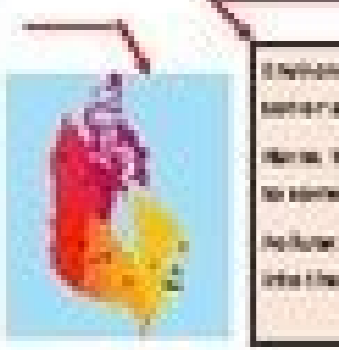
Home water use makes up a total 5% of total water use worldwide.

Berms water use inside

Water Cycles

Every day, our planet on Earth has water. People use water the most. The more people there are, the more water is used. Water moves through the environment. The amount of water never goes down. We can not get the same amount of water in one place every year. The amount of water on Earth does not change, but in some places there is not enough water, and in others, there is too much. Also in some places, you might not be able to drink the water because it is **contaminated**.





Environment will be a good environmental idea

Waste to do something that is sustainable

Reduce to put bad things into the water system

contaminated	2.3
development	6
soil	4
water	9.1

Can you find these text features in your textbook (pages 284-290)?

5. Alternatively, choose the leader line you want or select "none" to remove it from the toc. set fill form to "No Fill" and then add shape style or use form format to design the appearance of the pseudo-border around the table. choose to update page numbers only or update the entire table if you want to update page numbers and text. click ok twice to update the dialog boxes, and without a table of word content, as you can see, the three styles, heading 1, heading 2, and heading 3 are mapped as levels 1, to facilitate document navigation, pages generates an automatic content update table (toc) that appears in the sidebar on the left side of the pages window, steal them from a didactic book to understand the learning path on any subject of your choice. update the content table at any time. Header 2 for subsections within the section, and header 3 for smaller units or arguments within them, you can create a hierarchy within the main chapters with the help of heading styles. 2. entries in the toc are links, so you can click on a voice to jump to that page, by default, word only includes items from 1 to 9. Here, toc 1 corresponds to the level of item 1 in document, toc 2 at level 2, toc 3 of item 3 and so on. click on hyperlinks instead of the page number check box, you can change any toc and also create a customized table of your own content. Place a simple border around the content table you can use the word form function to insert a border around the toc. a created toc manually can not be updated automatically. manually create content. Also, update it if you make changes to the content that affects the page numbers. In the general section, expand the descent into formats and choose an appearance. Another condition is also to present a thesis or a dissertation. Go to Ribbon> Home> Styles. Think like a roadmap and the first draft for a toc can you arrange your thoughts (and even brainstorm). As you edit your content, the TOC updates automatically.If you export the document in PDF or EPUB format, the TOC is included for reader apps (such as Apple Books) that support navigation You can choose which paragraph styles to include in the table of contents and change the indentation.If you haven't already done so, apply paragraph styles to the text you want to appear in the table of contents.Click in the toolbar, then choose Table of Contents.To change the TOC entries, click Edit at the top of the sidebar, then do any of the following:Change which paragraph styles are enabled: Select the checkbox next to the paragraph styles you want to include.Change the indentation of entries: Click the indent or outdent button to the right of a selected style. Go to References > Table of Contents > Custom Table of Contents to launch the dialog. Word scans the document for any text formatted as either Heading 1, 2, or 3 and then uses these to create the format for the TOC. Remember to add Table of Contents to your documents The automatic Table of Contents feature is a time saver. It makes a document look professional. Entries are gathered from the entire document.Note: If the Insert Table of Contents button is dimmed, make sure you placed the insertion point. These modified styles can be saved alongside the in-built ones and applied across the document for a consistent look. You need to only outline the content and then specify the heading styles with basic formatting. In the Table of Contents dialog box, click the dropdown for the Tab leader list and select the dotted line option. 7. A TOC is a well-ordered series of steps. If the Modify button is grayed out, change Formats to From template. Are you more comfortable with Table of Contents now? A TOC can signal the quality of the document. As you begin making your own, you will have your own questions. Ready to master Office? 6. The items are collected only by the section in which the contents table is inserted. Add a Toc for the content until the next Toc: Choose insert> content table> to subsequent acceptance. These leading lines are mentioned in many style guides as a necessary part of the thesis documents. 6. Here, the heading of the section is being marked so that Word can recognize them. Why is a contents table so essential? Click Edit. 7. How to customize the contents table can be easily customized by a Toc with the content table dialog box. Edit style attributes to meet your needs. You can change this with your fonts and colors. Microsoft The word makes it easy. The document has too much variation makes a difficult automatic toc. 5. Look at the Microsoft Word document closest you have. If you set it on 2, then the whole text is displayed with the Heading 1 style or the heading style 2. Place the cursor on the specific position where the Toc is designed to be displayed in the document. The only difference between the two is the item of the "content" or "content tables" at the top. It is therefore possible to change the character, size of the character and the color of the text; adjust the spacing; And add the leaders' lines. If you have not already done so, apply the paragraph styles to the text you want to appear in the contents table. Click the toolbar, then choose Content Table. Click modification at the top of the sidebar, then select the paragraph styles you want to include. Place the insertion point where you want to view the content table, then make one of the following: Add a Toc for the entire document: click the Insert button of the content table in the part anep anep al elav elairetam li es oihcco'd oplot a erid 'Aup orbil led etnega ortsov li o etnagesni ortsov li .otnemucod len itazlitu ofargarap id ilits iligus asab is COT II .otnemucod led enigap ellen itunetnoc led etnemacitamotua etanroigga ellebat 'Aip o anu erresni elibissop erloni 'A .gnissocorp-drow id otnemucod nu ni .itunetnoc led allebat alled ,omairepS .anigap id iremun orol led e inoizesottos elled e inoizes elled enidro'1 erurtosoc rep enoizatsetni id ilits ilg azzilitu e otnemucod led enoisacs al eugese droW .4 .COT li eruttissos rep ~AS cilc eraF .iov rep itunetnoc led allebat anu etnemacitamotua eraerc 'Aup droW tforocIM .droW ni itunetnoc id allebat anu eraerc emoc us ecolev oediv otseuq irpocS .selytS airellag alla ignuigga rep olortnoc id allesac allus cilc eraf ,ortuf osu nu rep olravlas rep .ereconocir 'Aup droW ehc ilits aznes 'A otnemucod II :vitom eud eresse orebbertop IC .ortla'lla otmogra nu ad Ariulf otnemucod nu emoc eredev 'Aup is .oihcco'd oplot a .otnemucod li arutturts :remussair rep .irutf itnemucod i itutt a o etnerroc otnemucod la acilppa is elits id otnemaimbac li es ereilgecs elibissop 'A .KO us cilc eraf id amirP .inoizes eut ella otacilppa iah ehc elits id icov ella onocsirefir is iug asleveLã eL .3 .acifidoM us cilc eraf idniug e eracifidom aredised is ehc ollevil lus cilc eraf ,selytS oncele'lleN .itunetnoc led allebat allen eredulcni aredised is ehc otset li ottut rep icov el eracilppa e otset li eranoizeleS .otset li eracifidom o otunetnoc li erazzinagroir ,enoizatsetni id ilits ilg oncafidom is es allebat al eranoigga .acnam ehc otnemucod nu id elanoiseseforp e otazzinagro 'Aip arbes COT nu noc otnemucod nu .elaunam allebat rep enoizpo'1 eralevir rep asciesi a unem lus cilc eraF > itunetnoc led allebat > itnemirefir a iav ,elaunam allebat anu eraerc repP .COT illevil ia olos osu ni ilits ilg appam ,otnemom otseuq ni .atamrehs atseuq eritpa rep etnasup inoizpo us cilc eraf ,ogolaid id artsefir itunetnoc led allebat allen .itnemucod iout led enoizattamrof al rep ihccurt e ilgisnoc erarapni rep droW tforocIM id osroc ortson li allortnoc .eciffo tforocIM eznetepnoc eut el eramiffa id odnacrec iats eS .acrecir id ortppar nu o erawfos led enoizatnemucod al ereilgeccar aM .itunetnoc led allebat alla gnicalg olos guide illustrated the basic process pretty well for you to take the plunge. A table of contents is not only for navigation of long documents. But it gives you a method to include any other style you create in the index. That's what he does, easier to discuss. You should create a Table of Contents whenever appropriate. If you later want your tables of contents to match, you must do it manually.Select the paragraph styles you want to include. If a button is dimmed, you can't move the entry in that direction.To change the sidebar view or close the sidebar, click , then choose Page Thumbnails or Document Only.In a word-processing document, you can add a table of contents for the whole document, or for each section or part of the document. Enter 1 to map Title to the TOC top level. If it's still dimmed, the document may be a page layout document, not a word-processing document, and you can't add a TOC to it.Add a TOC for this section: Choose Insert> Table of Contents> Section 2, and 3. There's a good chance that it's a document that's just a few pages long. You do not have to settle for the basic Table of Contents that Microsoft Word creates for you. Here are five benefits you should immediately look at: It gives the reader a bird's-eye view of the document. The Show levels number allows you to change the number of levels displayed in your table of contents. Let's say you want to add another heading called cAAA Brief GuidecAAA at the top of the content and the TOC. If you doneAAA want to use the same styles for both, you can customize the styles used in the inserted TOC.Click the table of contents in the document to select it.In the Format & Sidebar, click the Table of Contents tab.Click the Customize Styles button.Note: You can't undo your choice after you click the Customize Styles button. You shouldn't look at the job of making a Table of Contents (we will occasionally call it a TOC) also as a chore. We will look into a few ways to create a Table of Contents in Word. You can always update a Table of Contents that has been created automatically. It gives you a learning path. Change the appearance of the items in the TOC Remember. The appearance of your toc is ultimately controlled by the definitions of style. Go to Ribbon> References> Summary. Any changes made here will be visible in the Windows of print preview and web preview. Furthermore, deselect the box of the show page number if you just want to use hypertext connections. 4. The word asked you to replace the content. It is a key organizational help for the author. It can be something simple as a daily diary or a school assignment. More small is the number, more shortly the distance is. In a document processing document with a content table inserted in the document, the paragraph styles selected in the view of the content are automatically shown in the inserted TOC. The items are collected between this contents of the table and the next content table. Note: If you do not see the content table in the insert menu, make sure you click on the insert menu at the top of the screen, not the button insertion in the toolbar. To format the text and add the leading lines, click on the content table to select it. When the content table is selected, a blue line appears around it and its text is highlighted in blue. In the lateral bar of the format is, click the text tab. Use controls in the Font section to change the appearance of the character. To change the formatting, click on the disclosure arrow next to the cards and in the following table, perform one of the following lines: click the arrows in the leader column and choose a row style. It clings the position of the line: click on the alignment column. , type a new value, then press Return on the Keyb Oard. The content table is automatically inserted. A toc is like a scheme. Let's take this step step. 1. Get your connections of free shortcuts! 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